

# California Energy Commission



<b>CLASSIFICATION:</b>	<b>Energy Resources Specialist III (Managerial)</b> <i>Will consider a Training and Development (T&amp;D) Assignment</i>
<b>TENURE/TIME BASE:</b>	Permanent/Full Time
<b>SALARY:</b>	\$8,731 - \$9,916
<b>LOCATION:</b>	Energy Assessments Division, Administration Sacramento
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

The Energy Assessments Division (EAD) is seeking a qualified candidate to effectively serve in the capacity of an assistant deputy director to help support the deputy and the division in meeting EAD's mission objectives. The EAD consists of a multi-disciplinary staff of economists, engineers, and scientists responsible for developing methodologies, models, and data for analyzing California's energy supply and demand. Our mission is to assess California's energy systems and trends, providing information for decision-makers and the public resulting in policies that balance the need for adequate resources with economic, public health, safety, and environmental goals. The division's emphasis is on building staff capabilities in the latest modeling and analytical techniques.

**JOB DESCRIPTION:** Under the general direction of the Deputy Director of the Energy Assessments Division, the Energy Resources Specialist III (Managerial) (ERS III) is responsible for assisting the Deputy Director in all aspects of the division's deliverables including forecasts, analysis, and data reporting, as well as policies, and administrative responsibilities. In this capacity, the ERS III functions in the place of and as an extension of the Deputy Director. The incumbent will perform the functions of the Deputy Director in his absence. In addition, the ERS III has responsibility to manage and interact with division office managers, supervisors, and staff regarding the division's analysis, modeling, deliverables and projects. The ERS III is expected to provide oversight and management of the division's deliverables, and administrative and budget functions. Duties include, but are not limited to:

- Participates with the Deputy Director in decisions on complex policy matters and on the overall activities, organization, and long-term direction of the division. Develops policy statements, analysis direction, and division goals as needed.
- Provides management direction and leadership for analysis deliverables requiring a broad policy perspective and high degree of political sensitivity. Provides support and leadership for special projects such as modeling studies or data analysis, policy reports, and legislation review that involve interoffice and interdivisional coordination.
- Represents the division at Commission hearings, business meetings, policy and division specific meetings, interdivisional meetings, interagency meetings, project workshops, and other forums.
- Provides management direction for critical analysis and deliverables, various projects such as special reports and quick responses to the Legislature, Governor, or Commissioners.

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**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Excellent interpersonal, organizational, and leadership skills. Ability to coordinate interdisciplinary projects and staff, at times dealing with competing work priorities and deadlines. Ability to effectively work and lead others within a team environment while under pressure, and maintain positive and constructive work relationships with others.
- Excellent written and oral communication skills. Ability to effectively communicate with others. Ability to effectively write, review, and edit technical program information. Ability to gather, compile, analyze, interpret and communicate written and numerical research data.
- Excellent analytical skills and the ability to reason logically.
- The ability to effectively represent the division at Commission hearings, business meetings, policy and program committee meetings, interdivisional meetings, interagency meetings, workshops, and other forums.
- Experience with administrative activities such as contract management, applying administrative and personnel policies, preparing work plans and budgets.
- Knowledge of California's energy policies and energy system infrastructure.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models, and graphics.

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #800-103 and Position #8000-4805-001 in the "Explanation Section" of the STD. 678.**

**Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
ATTN: RPA #800-103  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814

View full Duty Statements:  
<http://www.energy.ca.gov/careers/jobs.html>

**For additional questions regarding this recruitment, you may contact (916) 654-4309 or email [personnel@energy.ca.gov](mailto:personnel@energy.ca.gov).**

**California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922**